

**MAINE DEPARTMENT OF LABOR
Bureau of Unemployment Compensation**

FULL AND PART-TIME WORKERS

EMPLOYEES OF THIS FIRM ARE COVERED BY THE MAINE EMPLOYMENT SECURITY LAW

1. HOW TO FILE A CLAIM FOR UNEMPLOYMENT BENEFITS: All new and reactivated claims for unemployment benefits are filed either by telephone, by mail, or by Internet. **Do not delay in filing your claim once you are out of work. CLAIMS CANNOT BE BACKDATED.**

A. BY TELEPHONE: To file a claim for unemployment benefits by telephone, you will need to know your Social Security Account Number. Also, you should have the names and addresses of all employers for whom you worked, and your dates of employment in the last 18 months. Call this toll free telephone number to connect with the Unemployment Claims Center System:

1-800-593-7660

TTY (Deaf / Hard of Hearing): 1-888-457-8884

If you do not have a phone, you can still file your claim this way by using phones, free of charge for this purpose, at any Department of Labor CareerCenter.

LANGUAGE INTERPRETER: We provide language interpreter services in approximately 140 commonly spoken languages. Arrangements will be made to have an interpreter assist you when you call the Unemployment Claims Center.

B. BY INTERNET: A claim can be filed on the Internet. The website is: www.file4ui.com.

C. BY MAIL: In some cases, your employer will give you a claim form. You can also obtain paper claim forms from any Department of Labor CareerCenter and some city/town offices. Mail your initial claim form to the nearest Unemployment Claims Center:

**Maine Department of Labor
Bureau of Unemployment Compensation**

**P. O. Box 4200
Lewiston, ME 04243-4200**

**P. O. Box 610
Orono, ME 04473-0610**

**P. O. Box 1088
Presque Isle, ME 04769-1088**

2. BASIC ELIGIBILITY REQUIREMENTS

A. Earnings During the Base Period: The "base period" is a one-year period that includes four calendar quarters. To establish a claim, an individual must have earned two times the annual average weekly wage in Maine in each of two different calendar quarters, and a total of six times the annual average weekly wage in Maine in the whole base period. In most cases, the Department of Labor has your wage information on file. If it is not on file, the Department will take steps to obtain it.

B. Separation: If you were laid off from your last job due to a lack of work, no additional investigation is required. If you separated from your last job for reasons other than lack of work, you will be scheduled for a fact-finding interview. A determination will then be made regarding your eligibility for benefits.

C. Weekly Requirements: Weekly eligibility requirements include being able to work and being available for work, making an active search for work (unless your work search has been "waived"), not refusing offers of suitable work or referral to suitable job opportunities from the CareerCenters.

D. Aliens: If you are not a U.S. Citizen, your Social Security number and/or your Alien Permit number will be checked with the Department of Homeland Security, Immigration and Naturalization Service.

3. UNEMPLOYMENT BENEFITS ARE TAXABLE: Unemployment benefits are taxable and have to be reported when you file your income tax forms.

4. CHILD SUPPORT: If you owe child support that you pay to the Department of Human Services (DHS), up to fifty percent (50%) of your unemployment check may be withheld and sent to DHS.

5. BENEFITS FOR PARTIAL UNEMPLOYMENT: Employing units, following a week in which an individual who is customarily employed full time worked less than full-time hours, or who was laid off for one calendar week due to a lack of work, shall give such an individual a claim form for use in filing a claim for that week.

<p>CAUTION: This poster is designed to notify individuals of their rights regarding the filing of claims for unemployment benefits. It does not have the force or effect of law. For more information, call 1-800-593-7660 toll free.</p>
--